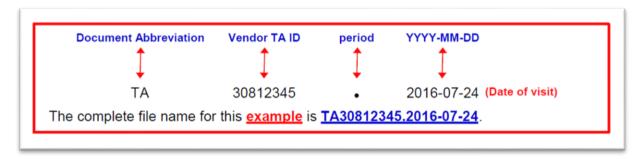
Instructions for Using the Technical Assistance (TA) Tracking Log

- 1. Click on the link to the *Technical Assistance Tracking Log* on the LVL Main Page: LVL Working Documents > TA Forms: LVL and Vendor Packet Materials. Be sure you always use the link listed on the WIC website to access the most recent version of the tracking log.
- 2. Save a copy of the tracking log to your computer desktop and close the form.
- 3. Use Adobe Reader to open the form you saved in Step 2, and rename the document with the following file naming instruction.



- 4. Complete the tracking log; include all information that is required.
- 5. E-mail the completed tracking log (saved on your computer, not a scanned version) to LVLTAReports@cdph.ca.gov.